

GOSHEN TOWNSHIP
Job Description
For
Chief of Police

Hiring Range:	TBD Range \$70,000+	Classification: Unclassified
Reports to:	Township Administrator	FLSA: Exempt
Posted:		Department: Police
Working Hours:	40 Hours/Week/As Assigned	Status: Full-Time

Job Summary:

The Chief of Police plans, directs, organizes, coordinates, and evaluates all Township law enforcement function, related activities, and other tasks so assigned. Through delegation and direct supervision of department employees is responsible for the protection of persons and property through the enforcement of ordinances, statutes, and regulations. This position is under the general oversight of the Board of the Township Trustees and direct supervision of the Township Administrator.

The classification of Chief of Police is the highest level of supervision within the Chain of Command of the Police Department. This classification exercises considerable discretion for direct supervision over assigned personnel and programs. The responsibility to assure operational efficiency of all police personnel shall be the primary responsibility of the Chief of Police.

The Chief of Police is also responsible for maintaining law and order, investigating crimes and non-criminal regulatory violations, protecting life and property, and the protection of guarantees established by the Constitution of the United States of America, the Constitution of the State of Ohio. Officers are responsible to perform all related tasks, as required, in fulfilling their duties and responsibilities.

Basic Requirements:

1. A U.S. Citizen or a Naturalized U.S. Citizen
2. Minimum 21 years of age;
3. Successfully pass departmental testing and oral boards
4. Successfully pass full criminal and motor vehicle background check.
5. Valid Ohio Driver's License

Certifications or Diplomas:

1. High School Diploma or General Equivalency Diploma
2. A valid Ohio Peace Officer Certification
3. An Associate's Degree from an accredited university or college in any of the following subjects:

- a. Criminal Justice, Criminal Justice Administration, Police Science, Police
- b. Administration, Forensic Science, or equivalent as determined by the Board of Township Trustees.
- c. Political Science, Public Administration, Urban Administration, or equivalent as determined by the Board of Township Trustees.
- d. Business Administration, Liberal Arts, or equivalent as determined by the Board of Township Trustees.
- e. Other degree fields as determined by the Board of Township Trustees.

Minimum Requirements:

Has not less than then (10) total years' experience accrued with any police department(s).

- 1. Has held a supervisor rank of Police Sergeant or higher for more than five years.
- 2. Advance Training in Police Leadership or Management Courses, i.e., Northwestern University School of Police Staff and Command, Southern Police Institute Administrative Officer Course (S.P.I.), Ohio Law Enforcement Foundation Certified Law Enforcement Executive (C.L.E.E.), Ohio Law Enforcement Foundation Police Executive Leadership College (P.E.L.C.), FBI National Academy.
- 3. Has experience speaking before groups and/or as an instructor of law enforcement topics.
- 4. Demonstrated ability to use the following Microsoft Office Applications in Version 2003 or higher: Internet Explorer, Outlook, Word, Power Point and Excel.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, run, use hands or finger, handle, feel objects, tools, or controls; reach with hands, and arms; climb or balance; stoop, kneel, crouch or crawl; and taste or smell.
- 2. The employee must occasionally lift and / or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Cognitive Requirements:

- 1. Must be able to read, write, and comprehend the English language, to include performing basic math functions.
- 2. Ability to understand, follow and provide written and/or oral instructions.
- 3. Knowledge of Goshen Township Police directives, policies and standard operating procedures.

4. Knowledge of general police methods
5. Basic knowledge of applicable Collective Bargaining Agreements

Knowledge and Abilities: The Chief of Police shall have:

1. Knowledge of modern police administration and management practices.
2. A working knowledge of the Ohio Revised Criminal and Traffic Codes.
3. A working knowledge of the criminal and traffic ordinances of the State of Ohio.
4. A working knowledge of (U.S.) Constitutional law as it relates to arrest, civil rights and search & seizure.
5. Knowledge of investigative and crime prevention practices.
6. A working knowledge of civil rights laws.
7. A working knowledge of current local, state and federal court decisions which may affect police practices.
8. Knowledge of budgetary practices.
9. A working familiarity and knowledge of labor law.
10. A working knowledge of basic accounting and internal control.
11. Knowledge of police property and evidence storage techniques and processes.
12. Knowledge of Internal Affairs investigation processes.
13. Knowledgeable of the principles and execution of the National Incident Management System (NIMS), the Incident Command System (ICS), the Integrated Emergency Management Plan (IEMP), and the Continuity of Operations Plan (COOP) for the Township.
14. Ability to write and speak effectively.
15. Ability to supervise and delegate tasks.
16. Ability to conduct research.
17. Ability to adapt to changing political, administrative and legal conditions.
18. Ability to train and develop subordinates.
19. Ability to plan short term and long-range projects.
20. Ability to prepare and administer annual and multi-year operating and capital budgets.
21. Ability to develop and meet goals and objectives.
22. Ability to maintain records and prepare reports.
23. Ability to develop and maintain effective working relationships with associates, officials and the public.
24. Ability to withstand criticism while maintaining personal standards and integrity, and remaining objective, honest, loyal, fair and professional.
25. Ability to use standard office computer applications including word processing, spreadsheets, internet web browsers and search engines, and E-mail.

Preferred Abilities: (preferred but not required)

1. A Bachelors' Degree from an accredited university or college in any of the following subjects – Criminal Justice, Criminal Justice Administration, Police Science, Police Administration, Political Science, Public Administration, Urban Administration,

Business Administration, or other degree fields as determined by the Board of Township Trustees.

2. Ability to use Microsoft Office computer applications including MS Word 2007 or newer, MS Excel 2007 or newer, MS Power Point 2007 or newer, Internet Explorer, Firefox Mozilla, MS Outlook E-mail 2007 or newer, and social media such as Face Book, Foursquare or others.
3. Knowledge of the public records laws of the State of Ohio and how they are applied to the Goshen Township Police Department.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Report to Immediate Supervisor listed in heading. All Police Department personnel are ultimately under the direction of the Chief of Police.
2. Must reside within the State of Ohio and close enough to the police department to respond there within 20 minutes for an emergency recall.
3. On call at all times for recall and emergencies.
4. Work flexible hours including some nights, early mornings, weekends, and holidays and sometimes for extended continuous periods of time.
5. Duties may be hazardous and life threatening.
6. While performing the duties of this job, the employee frequently works in, outside in all weather conditions.
7. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.
8. The noise level in the work environment is usually moderate.
9. Regular interaction with abnormal human behavior, persons who are upset, angry, impaired by chemical substances or mentally ill.
10. Bloodborne Pathogen Classification II: There may be exposure to blood, body fluids, or tissues. Employee will be required to take necessary training and any required vaccinations, paid for by Goshen Township.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Responsibilities:

1. General supervisory oversight of all departmental employees.
2. Direct supervisory responsibility of Assistant Chief of Police, Police Clerk, and occasionally police sergeants and others as dictated by situations and requirements.

3. Prepares, reviews and amends rules, regulations, procedures, directives, and memoranda for the purpose of regulating controlling and directing the department.
4. Organizes and participates in community outreach programs intended to assess the needs and expectations of the community and to communicate to the community the proactive plans and legal or resource limitations of the department to meet those need and expectations.
5. Provides needed personnel direction and administration. Conducts and/or participates in staff meetings or briefings as needed or required and will assign specific tasks to subordinate personnel for implementation within their respective work areas and/or will meet with representatives from other work areas to facilitate improved communication and working relationships.
6. Prepares scheduled, periodic, and special reports as assigned.
7. Attends meetings as necessary and required.
8. Maintains an awareness of the work activity of employees.
9. Reviews police reports as needed.
10. Reviews monthly police activity and reports for any developing criminal trends within the township.
11. Reviews the conduct of employees during the performance of their assigned duties.
12. Oversees the performance evaluation of employees and conducts performance evaluations.
13. Interviews persons seeking employment with the police department.
14. Gives oversight to the conduct of internal investigations for improper employee conduct.
15. Makes changes in staffing, technology, processes or equipment that will benefit the police department and improve its efficiency and effectiveness.
16. Oversees the maintenance of accreditation from CALEA®. If applicable.
17. Keeps the Township Administrator and the Board of Township Trustees apprised of information and activity within the department and community.
18. Performs all assigned tasks in an accurate, competent, and efficient manner.
19. Assists the Township Administration as requested and necessary in a competent and cooperative manner.
20. Keeps informed and aware of persons and places suspected of illegal activity and/or potential for problems within an assigned area.
21. Communicate information to persons under his/her supervision that has an impact on their performance including all special orders, general orders, and other departmental information as provide by the administration Implements these orders by explaining the content of each such order and how it affects their responsibilities.
22. Monitors and makes sure that calls for service are handled by the assigned officer appropriately.
23. Reviews work products of subordinate personnel as needed.
24. Investigates or delegates the investigation of complaints or allegations of misconduct against employees of the Police Department.
25. Ensure that when the performance of an officer under his/her command is unsatisfactory, corrective measures are taken in a timely and consistent manner.
26. Be accountable for the actions or omissions of officers under his/her supervision.
27. Acts as a liaison between upper management and subordinates.

28. Acts as a liaison with other law enforcement agencies and related organizations.
29. Participates in professional organizations and activities as appropriate to represent the department and Township, to gain cooperation from other criminal justice agencies, and to gain knowledge that will be beneficial to the department.
30. Keeps apprised of trends and changes in the profession, changes in state or federal laws, and decisions of courts that may have an impact on the department.
31. Participates in community activities and makes verbal presentations to groups.
32. Trains subordinate personnel and schedule appropriate training for subordinate personnel as needed.
33. Assigns and oversees periodic staff (*personnel inspections*) and equipment inspections (*including vehicle inspections*).
34. Oversees the release of public records in accordance with state law.
35. Questions persons to determine facts and to draw reasonable and logical conclusions.
36. Apprehend persons violating the statutes of the State of Ohio and/or Resolutions of the Goshen Township Board of Trustees.
37. Searches persons in custody.
38. Appears in courts as required, both civil and criminal.
39. Attends required training.

Employer Overview – General Employee Expectations

The Goshen Township Police Department is a service oriented police department. All typical police services other than dispatch and corrections are provided by the department. Those services are provided by agencies from the Clermont County, Ohio government. High Levels of individual and unit performance are expected as well as faithful compliance with all rules, directives, regulations, Code of Conduct, Canon of Ethics, Oath of Office and pertinent local, state and federal laws. Employees are expected to render exceptional customer service at all times. Respect for and cooperation with all fellow employees is standard performance. Personal discipline and continuous professional development are hallmarks of our workforce.

Contact Information

For further information concerning this position description, contact:
Steve Pegram, Interim Township Administrator
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Goshen, OH 45122
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